

SWC# 306, Headsets and Headset Accessories

Contract Information and Usage Instructions

Contract Period: Two-year initial term, with 3 one-year renewal options

Start Date: May 1, 2019

Initial End Date: April 30, 2021

Final End Date: April 30, 2024

Summary/Background Information: This contract is used to purchase Headsets and Headset Accessories that are manufactured by either Plantronics and Jabra and Jabra/VXI. Product Catalogs are available and include the discount percentages for each of the manufacturer's product families.

The Contract is a Statewide Contract and therefore is open to Local Governments, Higher Education and any other qualifying entities. Statewide Edison Contract number 62360.

State Contact Information

Richard Kotler

Category Specialist

Central Procurement Office

(615)253-4723

Richard.Kotler@tn.gov

Vendor Contact Information:

Cymbal Communications

Edison Contract Number #62360

Vendor ID #230418

Vendor Contact Name: Debbie Balanza

Phone number (630) 855-6660

debbie@cymbalcomm.com

1281 Humbracht STE G

Bartlett, IL 60103

State Agency Usage Instructions:

Authorized Users -- Statewide Contract. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b) Tennessee local governmental agencies;
- c) the board of trustees of the University of Tennessee system, the Tennessee board of regents system, or the State university boards;
- d) any private nonprofit institution of higher education chartered in Tennessee; and,
- e) any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users.

Local Government Entity Instructions:

- 1. Local governments and other eligible entities are encouraged to use this contract.
- 2. Local entities should contact the vendor with respect to how they would like to conduct business transactions.
- 3. The State requires Envisage to report all sales to Local Government entities making use of the State contract.

Access to Contract Documents Online:

- 1. **Please check the following URL to ensure you are viewing the most recent version of the usage instructions:**

<https://www.tn.gov/content/tn/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html>

- 2. Click on the "Statewide Contract (SWC) Search" link at the top of the page under "Statewide Contract Information".

https://sso.edison.tn.gov/psp/paprd/SUPPLIER/ERP/c/TN_PUBLIC_SUPPLIER.TN_ACTIVE_SWC_CMP.GBL?Page=TN_ACTIVE_SWC&Action=U&ExactKeys=Y&TargetFrameName=None

- Scroll down the list of contracts and locate “Headset and Headset Accessories”. Click on the picture of a folder under the “Details” column.
- You will get a rectangular box and one of the columns (to the right) will say “Contract Documents”, and below will be a picture of a file folder, click on it and you will get a new box with multiple contract documents shown. Click on the picture of the document to view the attachment.

